



HUMAN RESOURCES OFFICE TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 05-10

11 JAN 05

EXCUSED ABSENCE AND ADMINISTRATIVE LEAVE

No Expiration

1. The purpose of this TAAI is to provide guidance on the proper use of Excused Absence and Administrative Leave.

2. The term "excused absence" in the past has been used interchangeably with the term "administrative leave." Both refer to a technician's absence from work, with approval, without a charge to annual leave or sick leave. This type of absence results from an *administrative* determination that the circumstances surrounding the particular absence are such that the technician should not lose pay or be charged leave.

3. **Excused Absences** (Time and Attendance Code LV) may be granted by supervisors for the following situations and for no more than 4 hours:

- **Blood Donation.** Normally, this should not exceed two hours.
- **Voting/Voter Registration.** Technicians may be excused from work for the purpose of voting where the polls are not open for three hours either before or after the technician's work hours.
- **Tardiness and Brief Absences.** Supervisors may excuse technicians for unavoidable tardiness and brief absences of *less than one hour* depending on the reason for absence. If this privilege is abused, however, absences may be charged against the technician's accumulated leave or as absence without leave (AWOL).
- **Physical Examinations.** If a physical examination is determined to be necessary in connection with a technician's position, the technician may be excused from work.
- **Participation in Funerals.** Up to four hours in any one day while performing in State Active Duty (SAD) **WITHOUT PAY** as a pallbearer or as a member of a firing squad in a funeral ceremony for members or former members of the Armed forces.
- **Ceremonies and Official Functions.** Technicians may be excused to attend ceremonies, welcome visiting dignitaries and other *officially sanctioned* functions which are of sufficient importance to warrant the attendance of the technicians involved and is in the best interest of the California National Guard.
- **Attending Conferences or Conventions.** Technicians may be excused to attend conferences or conventions when it is determined that attendance will serve the best interest of the California National Guard. Such absences may be restricted to those situations in which the technician is an official of the organization involved or is a contributor on the agenda. Determination is made by the Directorate for Human Resources.

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4. **Administrative Leave** (Time and Attendance Code LN) differs from excused absence. Excused absence normally addresses individual technicians. Administrative leave is an absence when technicians are released from duty because all or part of an activity is closed. Administrative Leave (dismissals) without a charge to annual leave typically occur as a result of emergency situations (adverse weather conditions, massive power failures, floods, fires, etc.). Administrative leave must be coordinated and approved by the Directorate for Human Resources.

5. Questions may be directed to Ms. Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411 or (916) 854-3411.


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